



City of Austin - JOB DESCRIPTION



Archivist II

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	18626	Salary Grade:	NU7
Approved:	October 17, 2012	Last Revised:	October 19, 2012

Purpose:

Under limited direction, processes archival collections and City of Austin records, provides reference services to the public, and provides public programs.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Appraises, organizes, processes, catalogs and conserves archival collections and materials.
2. Curates one or more of the collection units (Periodicals, Maps, Recordings, Photos, etc.) by making selection and acquisition decisions, processing and cataloging materials in that unit.
3. Compiles finding aids, reference guides, articles, statistics and reports
4. Provides archival reference and research services.
5. Assists with the acquisition and appraisal of collections by helping to determine whether the collection or acquisition is suitable for inclusion in the AHC collections; generally done under supervision of the AHC manager or a supervisor
6. Provides public liaison activities including lectures, media appearances and interviews.
7. Explains research policies and procedures, demonstrates research methods, explains the use of reference materials/equipment and explains fees to customers.
8. Coordinates and conducts meetings, training, tours, and public programs to the public and staff.
9. Assists in planning exhibits by organizing and interpreting historical records for public presentation.
10. May serve as the collections registrar by registering donations into the collection (this is an archives and museum function) and maintaining donor records]
11. Serves as 'in-charge' staff person in management's absence.

Responsibilities - Supervisor and/or Leadership Exercised:

May provide leadership, work assignments, evaluation, training, and guidance to others.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of archival and Encoded Archival Description standards, issues, practices, and trends.

Knowledge of reference tools and procedures.

Knowledge of records management issues and practices.

Knowledge of digital imaging issues and trends, especially in regards to archival practice.

Knowledge of electronic records management and preservation.

Skill in processing/arranging archival collections.

Skill in oral and written communication including presentation.

Skill in organizing and interpreting historical records for public presentation.

Skill in using computers, related software and desktop applications.

Skill in prioritizing work assignments.

Skill in establishing and maintaining effective relationships with employees and the public.

Ability to use and apply standards for archival description, cataloging, and networked resource sharing for archival objects and descriptions.

Ability to appraise records for archival and/or historical significance.

Minimum Qualifications:

- Master's degree in Library or Information Science, or related to the assigned program from an ALA accredited university, with specialization in archival enterprise and/or administration, plus two (2) years professional experience working in an archives, library, museum, or other cultural heritage institution
- Master's degree in History/Public History with coursework in archival administration, or a Master's Degree in a related field, may substitute for the required Master's degree in Library or Information Science.

Licenses and Certifications Required:

May require a valid operator's license and the use of a personal vehicle.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.